



## General Secretariat (GS)

Geneva, 27 October 2017

E-mail: [erecruit@itu.int](mailto:erecruit@itu.int)

To the Director-General

### **Circular letter No. 47**

Subject: **Vacancy Notice No. 45P-2017/SG-IS/EXTERNAL/P2**

Dear Sir,

The post described in the Annex is to be filled at ITU Headquarters.

The relevant job description with the qualifications required, as well as all other useful information, is annexed hereto.

Administrations are requested to circulate vacancy notices to all potential sources of recruitment including universities, institutes, associations of engineers and the private sector as the case may be.

**I would be grateful if Administrations would invite qualified candidates and especially woman candidates to apply for the above position not later than 27/12/17 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>**

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Guadalajara, 2010), affirming that: "... in choosing between candidates who meet the qualification requirements for a post, preference shall be given to candidates from regions of the world which are under-represented in the staffing of the Union, taking into account the desirable balance between female and male staff."

At its 2001 session the Council approved Resolution 1187 encouraging Member States and Sector Members to suggest for ITU staff positions, especially at Professional and higher levels, appropriately qualified woman candidates.

Yours faithfully,

Mr. Houlin ZHAO  
Secretary-General

Annexes: **Vacancy Notice No. 45P-2017/SG-IS/EXTERNAL/P2**



*ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems. ITU also organizes global Telecom events bringing together the most influential representatives of government and the private sector to exchange ideas and knowledge for the benefit of all.*

## VACANCY NOTICE N° 45P-2017/SG-IS/EXTERNAL/P2

Date of Issue: 27 October 2017  
Currently accepting applications

*Applications from women are encouraged*

Functions: Associate Security Coordinator

Post Number: IS06/P2/178

Deadline for Applications (23.59 Geneva CH) : 27 December 2017

Duration of Contract: 2 years with possibility of renewal for 2 additional years

Type of Appointment: Fixed-term Appointment

Duty Station: Geneva, Switzerland

Grade: P2

### Organ:

The General Secretariat directs all the administrative and financial aspects of the Union's activities, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication matters for operational and other purposes, the provision of legal advice to the Bureaux of the Union and the departments of the General Secretariat, logistic support to the Union's activities including conferences, the coordination of the work of the Union with other international organizations, the dissemination of information to the Member States and Sector Members, press, corporate and individual users of telecommunications and the general public. The General Secretariat is also responsible for the organization of world telecommunication exhibitions and forums.

### Organization Unit:

Within the General Secretariat, the Information Services Department (IS) is the focal point for the ITU information technology services, managing ERP, CRM, documents, information systems and infrastructure, service-desk, library, archives and information management services, safety and security (both physical and logical), to support staff both at Headquarters and in the Field, as well as delegates attending conferences, meetings and events world-wide. It also promotes ICT

collaboration, partnerships and information-sharing and represents ITU in inter-organization meetings and committees related to information technology and security management.

### Duties / Responsibilities

Under the supervision of the Head of the Safety and Security Division (SSD), the Associate Security Coordinator plans, coordinates, organizes, and assists the supervisor in implementing the most appropriate preventive and operational mitigation measures for the protection of Union personnel, event delegates, visitors and property assets at the HQ premises. To these ends, the incumbent performs the following duties:

- Assists the Head of SSD by planning, coordinating and conducting security risk assessments and threat analysis for SSD operations and where necessary providing feedback on proposed mitigation strategies for specific threats, which would be eventually endorsed and approved by the Head of SSD.
- Plans, coordinates, organizes, and assists the Head of SSD, in case of incidents, such as theft, fire, or public order disturbances (assaults, demonstrations, attacks, theft, etc.). When such incidents do occur then the staff member is responsible for the coordination of a preliminary administrative inquiry as well as taking contact with the police/gendarmerie, as required, and ensures that security staff are following established procedures and instructions in relation to preparing reports so that incidents are officially recorded.
- Liaises with the Workplace Safety and Training Officer and ensures that procedures, policies and documents are prepared for fire, occupational safety procedures for all personnel and instructions for building evacuation exercises. Reviews the maintenance contracts for safety related activities (e.g. fire alarms, detection, extinction, etc.), as well as ensures that the recruitment and training of floor wardens has been undertaken at the HQ premises.
- Liaises with the Administrative Assistant and ensures that weekly/monthly/yearly staff planning and leave schedules have been prepared for SSD drivers unit staff, security staff working during business hours operations, as well as for personnel working on Special Service Agreement (SSA) contracts during the non-business hours operations (i.e. night-time hours from Monday to Friday, all Weekend hours on Saturdays and Sundays, including public holidays).
- Assists the Head of SSD in the management of the outsourced contract for armed security personnel that provide services at the ITU HQ premises.
- Plans, coordinates, organizes and assists the Head of SSD for safety & security services at events/conferences/meetings at the ITU HQ premises, including outside Geneva, as required.
- Assists the Head of SSD with the coordination and monitoring of the budget allocated to security;
- Assists the Head of SSD by planning, coordinating, organizing, and ensuring that all physical security equipment and systems at the ITU HQ premises are operating and functioning correctly (e.g. equipment and systems found inside of the Security Operations Hub, such as: access control systems, video management system, alarms, communications, etc.), as well as Security Airlock System (SAS), Speedgates, Smartcards and key management of the ITU HQ premises.

- Performs any other related duties that may be assigned to him/her by the Head, SSD such as replacing the Head of SSD, during his absence and be on call 24-hours a day when emergencies may arise.

#### Competencies:

- Excellent oral and written communication skills.
- Very good interpersonal skills, and an ability to establish and maintain very good working relations.
- Ability to make sound decisions in emergencies or when rapid responses are required.
- Ability to work independently plan, organize and implement work assignments, and to identify priority activities and adjust priorities as required.
- Strong analytical, organizational and facilitation skills and attention to detail.
- Ability to be flexible, discreet and courteous under all circumstances.
- Ability to work methodically and rigorously in a group comprising of staff members from different cultural backgrounds and nationalities, in a multicultural and multi ethnic environment and to work in a team.

#### Qualifications required

##### Education:

University degree in a security related subject such as political/social sciences, law, criminology, international relations or business administration or a related field OR education in a reputed college of advanced education, with a diploma of equivalent standard to that of a university degree in one of the fields above. Crisis management training would be an asset.

##### Experience:

At least three years of progressively responsible experience in an area related to security, geopolitical and/or business intelligence analysis, or business management. An advanced degree in a related field can be considered as a substitute for one year of working experience. A doctorate in related fields can be considered as a substitute for two years of working experience. Following experience would be an asset: Conducting security assessments, delivering security services, working with latest safety and security technologies (e.g. biometrics, location/tracking Apps, social media, etc.) and crisis management. Experience in supervision and professional security or risk assessment training would be an advantage. Experience in working with multicultural and multidisciplinary teams is desirable. Knowledge of the UN Security Management System (UNSMS) and UN security policies, procedures and practices would be an asset.

##### Languages:

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official language would be an advantage. (Under the provisions of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration.)

Additional Information:

**Salary:**

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment (PA) (cost of living allowance). The PA is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances.

Annual salary from \$ 46,026 + post adjustment \$ 39,260

Other allowances and benefits subject to specific terms of appointment, please refer to <http://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

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Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

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For further information concerning the Conditions of Employment please click [the following link](#)

Applicants will be contacted only if they are under serious consideration

Currently accepting applications



ITU is a smoke-free environment